

PERSONNEL

EMPLOYEE LEAVE SHARING PROGRAM

The City of Wenatchee recognizes that under severe circumstances employees may need additional leave days to assist them in the period of time they are off from work. These additional leave days may be voluntarily donated by other City employees. Donated leave days may also be used by an employee because of severe immediate family illness.

The City directs the Administrative Staff to develop procedures to implement this policy.

Approved:

Mayor Earl Tilly

Commissioner Chuck Johnson

Commissioner Patricia Notter

Adoption Date: _____

PERSONNEL

EMPLOYEE LEAVE SHARING PROGRAM

The following procedures are established to assist employees through a time of need:

- **Right to Transfer:** Employees may transfer annual leave, sick leave and/or personal floating holiday to another employee who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which causes or is likely to cause the employee to take leave without pay or terminate his/her employment.
- **Annual Leave:** An employee who has an accrued annual leave balance of more than ten (10) days may request that the City transfer a specified amount of annual leave to another employee authorized to receive such leave. In no event may the employee request a transfer of an amount of leave that would result in his/her annual leave account going below ten (10) days. Annual leave does not accrue if the employee receives compensation in lieu of accumulating a balance of annual leave.
- **Sick Leave:** An employee may transfer a specified amount of sick leave to an employee only when the donating employee retains a minimum of four hundred eighty (480) hours of sick leave after the transfer. In no event may an employee transfer more than six (6) days of sick leave during any twelve (12) month period, per instance.
- **Personal Floating Holiday:** An employee may transfer all or part of his/her personal floating holiday.
- **Status of Leave Employees:** While an employee is on leave under these procedures, he/she shall be classified as an employee and shall receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued leave.
- **Conformity to Law:** This procedure shall be governed and construed according to the laws of the State of Washington. If any provision of these procedures, or any application of these procedures, shall be found to be contrary to law, such provision or application shall have effect only to the extent permitted by law. The Commissioners retain the power and authority to take action as may be required by laws.
- **Transfer of Leave:** Transfer of leave shall be by full days and shall be an exchange of one for one.

- Surplus Transferred Days: Transfer of leave days not used by the employee shall be prorated back to the employee(s) donating the leave, rounded to the nearest hour.
- Employee’s Responsibility: The employee requesting a leave transfer must contact the Personnel Office. They will be required to sign a Release of Information which the City will forward to the employee’s attending physician requesting estimated time off work due to illness and any restrictions once they return to work that would require additional time off.
- Accrued Leave: Requesting employees will be required to deplete their sick leave account and reduce their vacation accumulation to forty (40) hours prior to receiving transferred leave.
- Payroll Department: The City’s payroll department shall keep track of the leave accounts.
- Immediate Relatives: In some circumstances, leave transfers may be considered for care of immediate family members.
- Maximum to Receive: Employees may receive up to a maximum of four hundred eighty (480) hours of transferred leave in any twelve (12) month period.

The Personnel Department in conjunction with Payroll shall determine the extent and need of the transfer of such leave.

Approved:

Mayor Earl Tilly

Commissioner Chuck Johnson

Commissioner Patricia Notter

Adoption Date _____

Legal: 3rd SHB 1381
Amend RCW 41.04.665
RCW 41.04.660

LEAVE SHARE AUTHORIZATION

- Shared leave must be donated in 8-hour increments.
- A total of 48 hours may be transferred to another employee in any one instance.
- **Annual Leave** - Donors must maintain a minimum balance of 80 hours.
- **Sick Leave** - Donors must maintain a minimum balance of 480 hours.
- **Floating Holiday** - may be donated.

I wish to authorize the Payroll Department to transfer:

- Annual leave in the amount of _____ hours which leaves me a balance of _____ hours
- Sick leave in the amount of _____ hour which leaves me a balance of _____ hours
- Floating holiday

To be donated to _____ who has received a doctor's release
to take time away from work and does not have sufficient leave time to cover the absence.

Authorized this ____ day of _____, 19____.

(Signature of Employee)

CONFIDENTIAL

**CITY OF WENATCHEE
LEAVE SHARING PROGRAM
RELEASE OF INFORMATION**

The City of Wenatchee has developed a program whereby if a City employee is in need of medical leave due to an extraordinary or severe illness, injury, impairment, or physical or mental condition and does not have sufficient leave time to cover the necessary medical leave, employees of the City may share their accumulated leave with the employee in need. In order for the City to put out a call for donation, we must obtain a release of information by the employee and their attending physician.

The employee requesting this shared leave has provided us with this release of information for your verification of estimated recovery time. Please complete the following information mail it to the Personnel Department, City of Wenatchee, PO Box 519, Wenatchee WA 98807-0519. The envelope should be marked "Confidential".

Patient's Name _____	
Nature of Illness _____	
Estimated time off _____	
Any restrictions after patient returns to work that might require additional time off? _____	
Date _____	_____
	(Physician's signature)
Date _____	_____
	(Patient's signature)